



SENIOR EQUAL EMPLOYMENT OPPORTUNITY ANALYST

JC: 000231

PB: 5

FLSA: Exempt

BU: 91 (NR)

Created: June 2019

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under supervision, participates in the administration of the District's Equal Employment Opportunity (EEO) programs and activities including the development and implementation of the Equal Employment Opportunity Plan (EEO); monitors hiring and selection process; investigates internal and external agency complaints of violations of EEO and sexual harassment policies; delivers EEO and diversity training; performs related duties as assigned

CLASS CHARACTERISTICS

This is the professional advanced journey level classification in the Equal Employment Opportunity Analyst series. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment and perform a variety of complex technical, analytical, and administrative duties. This classification is distinguished from the Supervisor of Equal Employment Opportunity Programs in the latter is a full supervisory level classification responsible for planning and evaluating the quantity and quality of work performed by subordinate staff in the Office of Civil Rights.

REPORTS TO

Supervisor of Equal Employment Opportunity Programs or his/her designee.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

1. Provides FTA mandated oversight for all selection and hiring processes to ensure a fair and equitable hiring process.
2. Provides on-going monitoring and analysis of the District's hiring patterns and trends and identifies various career ladders; provides consultation services to Human Resources (HR) team and hiring officials on hiring, selection and areas of underutilization.
3. Assists with the implementation of policy and procedural modifications; evaluates impact on divisions or departments; develops implementation plans; recommends and implements modifications.
4. Implements new systems, methods and procedures; monitors program progress in meeting goals

and objectives; conducts updates with management staff to inform and advise on project progress; makes adjustments as necessary.

5. Coordinates and participates in District department or division organizational studies involving administrative or operational systems, procedures, functions, processes and techniques.
6. Designs recruitment resources; establishes and maintains working relationship with a diverse group of professional and community-based organizations; promotes targeted outreach activities; monitors the effectiveness of various outreach resources.
7. Investigates internal and external agency complaints of violations of the District's EEO and Prevention of Sexual Harassment in the Workplace policies; provides counseling to employees and supervisors/managers; prepares findings and District response and recommendations.
8. Provides assistance in organizational development in assigned areas; identifies issues; collects data; analyzes alternatives and makes recommendations.
9. Participates in special projects including research of new programs and services;; prepares and presents reports.
10. Conducts various types of EEO training; provides guidance to employees, supervisors and managers.
11. Works with the District Diversity Employee Resource Group to develop and implement diversity programs.
12. Represents assigned area at various meetings with other departments, divisions, outside agencies and contractors; communicates projects and activities with others as appropriate.
13. Responds to and resolves difficult and sensitive inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of assigned program area including administrative, financial, or operations functions
- District application and selection process for hiring
- Principles and practices of program development and implementation
- Principles and practices of budget preparation and administration
- Methods of administrative, organizational, economic, and procedural analysis
- Methods and techniques of statistical and financial analysis
- Business computer applications for statistical analysis and data management
- Principles and practices of procurement, purchasing, and accounting
- Methods and techniques used to conduct a variety of analytical studies
- Principles, practices, methods and techniques of report preparation
- Principles and procedures of record keeping
- Office equipment including computers, supporting word processing, and spreadsheet applications

- Related federal, state and local laws, codes and regulations

Skill in:

- Performing complex analytical duties
- Coordinating and implementing diversity programs
- Preparing, administering and monitoring capital and operating budgets
- Maintaining accurate records and files
- Preparing clear and concise administrative, budgetary, and financial reports
- Collecting, evaluating and interpreting complex information and data
- Reviewing and analyzing complex technical documents and proposals
- Analyzing complex problems, identify alternative solutions and recommend conclusions
- Working independently in the absence of supervision
- Investigation techniques
- Interpreting and applying laws, policies, rules and regulations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Business Administration, Ethnic Studies, Human Resources, Psychology, Women Studies, Sociology, Statistics, or a related field from an accredited college or university.

Experience:

Three (3) years of (full-time) professional verifiable experience in workplace investigation, EEO administration or related experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0430 – Management Analysts
Safety Sensitive: No